

DD/S&T 4322-67

30 October 1967

MEMORANDUM FOR: Chief, Administrative Support Staff, DD/S&T

SUBJECT : Establishment of a Records Administrative
Officer Position for the Directorate of
Science and Technology

1. Since the establishment of the DD/S&T, there have been many suggestions put forth by the CIA Records Administrative Officer and the undersigned to establish a Directorate level controlled records program.

2. These suggestions have been accepted but never implemented for various administrative reasons. The time has come in our organization to "close the gap" in another area of administrative endeavor. We must recognize the importance of a full time DD/S&T Records Administrator.

3. As we are all aware, there are millions of dollars spent each year in the creation, maintenance and disposition of records. Through my experience and exposure in the DD/S&T as a Records Officer, I am firmly convinced that by establishing a Records Administrative Officer for the Directorate, which is authorized by [] a stronger and coordinated program will evolve.

4. Attached for your consideration is some material which may aid you in the establishment of the aforementioned proposal.

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[]
Area Records Officer
DD/S&T

Attachments:
As stated

Distribution:
Orig & 1 - Addressee w/atts
1 - ARO/DD/S&T
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